

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on March 9, 2016

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, March 9, 2016, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin and Mrs. Robin Beck. Mr. Howard Ermin was absent.

Legal representation: Attorney Terressa E. George, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on February 10, 2016 were presented.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of February 1, 2016 through February 29, 2016, and the Investment Analysis for March 2016, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports and that she is happy to answer any questions that the Board may have.

Mrs. Johns stated that staff is currently looking at numbers for the upcoming budget, which will be presented to the Board for approval at the June board meeting.

Mr. Kirwin asked if the expenditure for PC Works in the amount of \$2,816.40 was for upgrades. Mrs. Johns stated that it was for the purchase of different equipment.

Mr. Kirwin asked about the maturity date for the CDs with Irwin Financial and RBC Wealth Management. Mrs. Johns stated that said CDs have been renewed.

Mr. Brown made a motion to approve the financial reports, Mr. Kirwin seconded, all approved.

Resolutions

Approval and Adoption of Resolution 16-6 – This Resolution establishes a Bed Bug Policy for all developments, effective April 1, 2016.

Mrs. Johns stated that it was necessary to establish a policy so that the Housing Authority knows its responsibilities when it comes to bed bugs and that residents know their responsibilities as well. She stated that said Policy was posted for public comment; however, no comments were received. She added that all residents will be provided with a copy of the Policy, as well as an acknowledgment form to sign verifying that they received a copy of said Policy. Mrs. Johns stated that other housing authorities are interested in looking at our Policy.

Mr. Brown noted a typographical error on Page 2, C2. Mr. Brown mentioned the Pet Policy which the Housing Authority currently has and asked how it figures in if a pet gets infested with bed bugs, wouldn't the animal have to be treated too. Mrs. Johns stated that was a good question; however, the Housing Authority hasn't run into that situation yet.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

Approval and Adoption of Resolution 16-7 – This Resolution authorizes the acceptance of 2016 Capital Fund Program money from the Department of Housing & Urban Development in the amount of \$588,863.

Mrs. Johns stated that the rules are changing in regard to when the Housing Authority receives money. She stated that the Board adopted a resolution last year accepting the money for the 2015 Capital Fund Program. She added that this resolution is just a matter of whether or not the Housing Authority wants the money. Mrs. Johns stated that the Housing Authority received an additional \$64,000 this year due to being designated a high performer.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 16-8 – This Resolution authorizes the re-opening of the Section 8 waiting list for a period of three (3) weeks effective April 4, 2016 until the close of business on Friday, April 22, 2016.

Mrs. Johns stated that the Section 8 waiting list is currently closed and that there are 241 applicants on the waiting list. She stated that staff works continuously on files. She added that she would like to re-open the waiting list for a short amount of time.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 16-9 – This Resolution approves the purchase of a 2016 Ford Explorer from Stuckey Ford through the COSTARS Program.

See Old Business.

Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

Solicitor's Report

Attorney George reviewed the activities that she and Attorney Haberstroh have been working on.

Executive Director

Mrs. Johns stated that she would be happy to answer any questions that the Board might have regarding her report.

Mrs. Johns stated that HUD is issuing a lot of proposed rules. She stated that she participated in a conference call with HUD yesterday and it was discussed that more rules are coming out some of which will streamline existing policies. She stated that she will be reading the 99 page Notice which recently came out.

Mrs. Johns stated that she is working on the Agency Plan and holding Resident Advisory Board meetings. She stated that she will be presenting the Agency Plan to the Board at the April board meeting.

Mrs. Johns stated that the Pleasant Village Window Replacement Project is ready to go out to bid. She stated that she would like for the Property/Maintenance Committee to meet briefly after the board meeting to review the specifications. Mrs. Johns stated that the Housing Authority was awarded \$150,000 from the 2015 CDBG Program for said project. She added that due to lead paint and asbestos being present, she has applied for additional money through the 2016 CDBG Program.

Mrs. Johns stated that she was in Harrisburg recently for the State Conference, which was part of the Housing Awareness Day. She stated that the Housing Authority was presented with an actual declaration. She added that said Conference was well attended.

Attorney George stated that she will be attending the Chamber breakfast tomorrow where the Housing Authority will be receiving the Community Partnership Award from Operation Our Town for all the good things that the Housing Authority does for the Towers, Fairview Hills, Pleasant Village and under the Section 8 Program, which a lot of times goes unnoticed by the community. Attorney George offered congratulations to the Housing Authority for being awarded this honor.

Committee Reports

The Property/Maintenance Committee met briefly after the March board meeting to discuss the Pleasant Village Window Replacement Project.

No meetings were held for the Finance Committee or the Personnel Committee.

New Business

There was no new business.

Old Business

Mrs. Johns stated that she spoke at the February board meeting about replacing the Section 8 vehicle. She stated that the Housing Authority has received two (2) quotes from Stuckey Ford, who is a COSTARS member, for a Ford Escape and a Ford Explorer. She added that the vehicles are the basic models.

Mrs. Johns stated that said vehicle will be used for staff to attend training as well as for the Section 8 Inspector. She stated that replacing the current vehicle is what is best for the Housing Authority.

Mr. Brown made a motion to approve the purchase of a Ford Explorer, Mr. Cooper seconded, all approved. This will become Resolution 16-9.

Media Questions/Comments

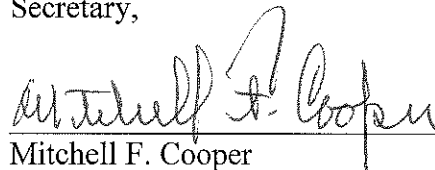
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He had a question regarding the Bed Bug Policy and the upcoming workshop, "Responsible Charity, Helping Without Hurting".

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 8:45 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, April 13, 2016 in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper